

NORTHWEST CORRECTIONAL COMPLEX

Tiptonville, Tennessee



Visitor's Handbook

DEPARTMENT OF CORRECTION/NWCX
RULES AND REGULATIONS
FOR INMATE VISITORS

REVISED
April 2008

Message From the Warden...

This handbook provides you with pertinent information regarding visitation policies and guidelines that will assist you when visiting our institution. Visitation remains a valued privilege for NWCX residents; we ask that you familiarize yourself with the information herein to make your visit enjoyable and trouble-free.

Should you have further questions regarding the guidelines set forth in this handbook, do not hesitate to confer with a member of our staff.

Tommy Mills, Warden

INTRODUCTION

The following pages highlight and explain the rules and regulations for visiting inmates at NWCX. These regulations help maintain order and control to ensure that visitors and inmates can enjoy spending time together in a pleasant atmosphere. Visitors and inmates are expected and required to comply with these rules. Failure to do so could result in suspension of visitation privileges. For further clarification, request to review a copy of Departmental Policy 507.01 and Institutional Policy 507.01-1, regarding visitation.

TDOC/Facility handbooks are available online at <http://state.tn.us/correction/institutions/visitation.html>.

THESE POLICIES WILL BE STRICTLY ENFORCED.

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VISITATION DAYS AND HOURS

	<u>MAIN</u>	<u>NRU</u>	<u>ANNEX</u>
<u>GENERAL POPULATION</u>			
Saturday & Sunday:	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm
Friday evenings:	6:30pm-8:30pm	6:30pm-8:30pm	6:30pm-8:30pm
Holidays as designated by Commissioner			
<u>*Non-Contact (Gen. Pop.)</u>			
Friday evenings:	6:30pm-8:30pm	N/A	6:30pm-8:30pm
Saturday & Sunday:	8:30am-11:30am	N/A	8:30am-11:30am
<u>**PROTECTIVE CUSTODY</u>			
Saturday & Sunday:	12:30pm-3:30pm	N/A	N/A
Friday evenings:	6:30pm-8:30pm	N/A	6:30pm-8:30pm
Holidays as designated by Commissioner			
<u>***MAXIMUM CUSTODY</u>			
Saturday and Sunday:	8:30am-11:30pm	N/A	N/A
Friday evenings:	6:30pm-8:30pm	N/A	6:30pm-8:30pm
Holidays as designated by Commissioner			
<u>****CLOSE CUSTODY</u>			
Saturday and Sunday:	8:30am-3:30pm	N/A	N/A
Friday evenings:	6:30pm-8:30pm	N/A	N/A
Holidays as designated by Commissioner			
<u>N01:</u> Non-contact visits by appointment and only for 1 hour. Maximum 2 visitors.			
Saturday and Sunday:	8:30am-11:30am		
Fridays:	6:30pm-8:00pm		
<u>N02:</u> Contact visits in H.S.A. visitation area.			
<i>(Visitation schedules same for N02 as schedule for N01).</i>			
<u>*****JUVENILE POPULATION</u>			
Saturday and Sunday:	N/A	N/A	9:00am-11:00am
Friday evenings as designated by Warden/Commissioner			
Holidays as designated by Commissioner			

VISITATION DAYS AND HOURS (cont.)

*All visitation for non-contact general population and Annex inmates will take place in the non-contact visitation rooms in the security building. Such visits will be limited to one (1) hour and only two (2) visitors per inmate. These visits must be pre-approved by the visitation supervisor in conjunction with the inmate's unit manager.

**All visitation for *Protective Custody* inmates will be non-contact and will take place in the non-contact visitation rooms in the security building. These visits shall be limited to one (1) hour, every other week and limited to two (2) visitors per inmate. "*PC*" visits must be pre-approved by *Unit Manager* and the *Visitation Supervisor*.

***All visitation for *Maximum Custody* inmates will be non-contact and will take place in the non-contact visitation rooms in H.S.A. These visits shall be limited to one (1) hour, every other week and limited to two (2) visitors per inmate. Any approved visits must be with immediate family members only. Maximum Custody visits must be approved by the Unit Manager/AWO.

*****Close Custody* inmates housed in N06 will be allowed to visit on the regular schedule for general population inmates in the main visitation gallery at Site 1.

*****Prior arrangements for *Juvenile* visits must be made through the AWO's office at the Annex no later than noon (12:00pm) the Thursday before the planned visit. All visitors arriving after 9:30 a.m. to visit with a juvenile will not be admitted.

Inmates on *punitive segregation* **will not** normally be allowed to visit. The AWO **may** approve special visits under special circumstances.

VISITATION DAYS AND HOURS (cont.)

On routine visitation days, visitors will not be admitted into the visitation from 11:15 a.m. until approximately 12:30 p.m. or until formal count has been cleared. Visitors arriving at the institution during formal count time will be required to leave institutional grounds, but may return after 12:30pm to be processed for their visit. **No visitors will be admitted after 1:30 p.m.**

Friday evening visitation hours are designed for the purpose of providing visitation privileges to those who are unable to visit on weekends due to conflicting schedules. Those who take advantage of Friday evening visitation will not be allowed to visit on weekends.

Holiday visiting schedules will be as mandated by the Commissioner. Adequate prior notice will be provided to all inmates by memorandum and a schedule will be posted in checkpoint reception areas. **No visitors will be admitted during the final one (1) hour of the scheduled holiday visiting time on a particular visiting day.**

Visitors **shall not** be allowed to bring any item into the visitation galleries with the exception of the following items* and these items **only**:

- ID card(s) and car keys – ignition and trunk keys
- Vending machine debit cards

Electronic communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor; for example, a physician, emergency personnel, etc., a detailed written request shall be prepared and submitted to the Warden. If such a request is approved by the Warden, the device is subject to search by opening compartments upon entry and departure of the visitor.

VISITATION DAYS AND HOURS (cont.)

If an approved infant child is visiting, these additional items are allowed:

- Plastic baby bottle with milk/juice (2 bottle max.)
- Baby food – 2 sealed jars – plastic containers are required
- Disposable diapers (4 per child)
- Infant blanket: 1 – small (padded/quilted blankets not allowed)
- Plastic spoon or fork
- Wallets, purses, money, strollers, diaper bags or baby carriers will not be allowed.
- One (1) empty sippy cup

****These Restrictions Strictly Enforced Per TDOC & NWCX Policies.***

Warden / designee, may restrict visits to non-contact as an *alternative* to denial of, suspension of, or full reinstatement of visitation privileges. Non-contact visitation will be held in the booths located in the visitation galleries.

The Warden/designee will provide notification to the inmate by memorandum upon the imposition of visitation restrictions. It is the responsibility of the inmate to notify his visitors of any restrictions. The visitors will be required to call ahead to schedule a visit. Visitors may be denied visitation if all booths are occupied or there was not an appointment scheduled. **There will not be any physical contact between visitors and inmates who are restricted to non-contact visitation status.**

NUMBER OF VISITORS ALLOWED

All visitors, regardless of age, must have an approved application on file prior to their visit. Only four (4) adults will be permitted per inmate per visit. All visitors under 18 years of age ***must*** be accompanied by an approved visitor who is either; the child's parent, legal guardian, or guardian. The custodial parent or legal guardian ***must*** provide written and notarized permission, with a copy of the birth certificate presented upon arrival by the visitor allowing the child to visit and be searched. A visitor under 18 years of age who is legally married to the inmate they are visiting does not have to be accompanied by a legal guardian. However, they must provide proof of marriage.

Children age 6 and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will be updated at ages 10, 14, and 18. Updated photographs may be requested more frequently if there have been significant changes in the child's appearance.

All visitors must present **positive identification** upon arrival at the institution. The following are acceptable forms of identification: Valid Driver's License, Military/Student/Work Photo-ID Card, etc. Minors under age 16 need not have identification as long as an application is on file with proper photo and a parent or legal guardian as stated above accompanies them. Proof of legal guardianship must be supplied with minor's application. Social Security Cards, Credit Cards, etc., are not acceptable identification sources.

NUMBER OF VISITORS ALLOWED (cont.)

Inmates under conviction for sex-related offenses against children will be restricted to non-contact visits with children under the age 18, except under the guidelines set forth in the Contact Visitation with Minors Agreement form. The inmate must sign this form as well as the custodial parent/legal guardian of the child. If the child is a victim of an inmate convicted of a sex offense, visits will not be permitted unless approved by the warden and will be restricted to non-contact visits only.

DURATION OF VISITS

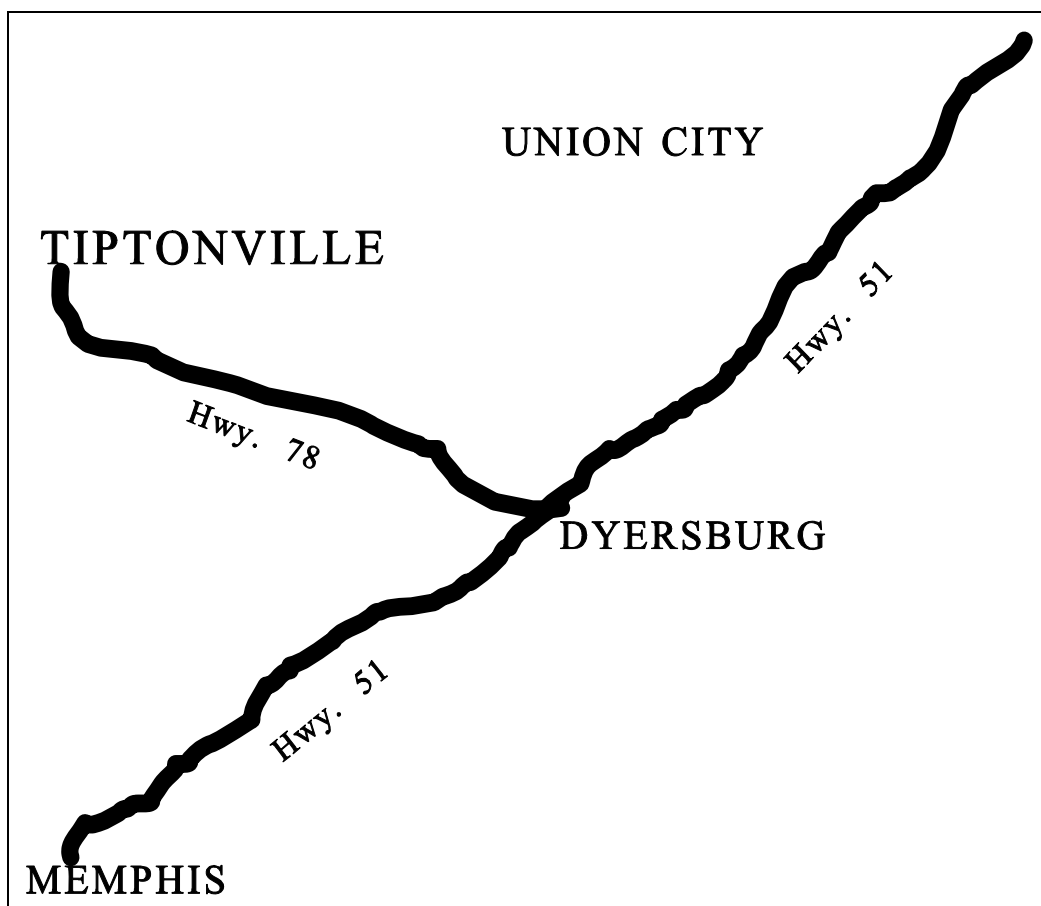
Visitation will normally occur during the regular scheduled days and times that have been approved by the Warden. However, the lack of institutional space and personnel resources may dictate the need to limit the number of visitors or the length of visits.

During an institutional emergency visitation may be canceled as deemed appropriate by the Warden.

There will be no movement by anyone between 1:45pm – 2:15pm. A courtesy “call-out” announcement will be made at 1:15pm for those that wish to leave. After this call-out, everyone will be required to remain in their respective visitation areas until 2:15pm.

FACILITY DIRECTIONS

NORTHWEST TENNESSEE AREA MAP



See page 8 for a listing of
area overnight accommodations.

☎ 731-253-5000 ☎

LODGING ACCOMMODATIONS IN THIS AREA

Hotels/motels in this immediate area may be seasonal and closed in winter months, call ahead for availability.

Blue Bank Motel

Hwy. 21
Tiptonville, TN
(731) 253-8976

Boyette's Motel

Hwy. 21
Tiptonville, TN
(731) 253-6523

Reelfoot Inn

Hwy. 21
Tiptonville, TN
(731) 253-6845

Airpark Inn

Hwy. 78
Tiptonville, TN
(731) 253-7756

Cypress Point Resort

Hwy. 21
Tiptonville, TN
(731) 253-6654

CHILDREN'S AREA AND RULES

NWCX has an area that is designated for children at each site (Main Compound, NRU and the Annex). Books, toys, and a television are provided for children's entertainment. Television, books, etc. are not available at NRU children's area.

The following is a list of rules pertaining to the children's area:

1. Parents/guardians are expected to stay with their children or keep them in view at all times.
2. Parents/guardians must monitor their children's behavior at all times.
3. Children must remain under the supervision of family.

PICNIC AREA

Outside visitation is an inmate privilege and may be offered by the Warden seasonally. From April 01 – October 31, NRU and Annex inmates may visit at the outside visitation areas as scheduled by the Warden except in the case of inclement weather when all will be required to use inside galleries. Inmates convicted of Class A disciplinary infraction shall not be allowed to visit outside for at least two (2) months.

The outside visitation picnic area will be open to the NRU population only, weather permitting during the approved outside visitation schedule listed below. Approved food items for the picnic area will be announced annually by memorandum from the Warden prior to the opening of outside visitation. Only those items specified by the Warden will be allowed. A current list of the approved items is available from the checkpoint officer.

No food items, except institutional vending machine food are approved for consumption on the picnic area except during the weekend day where cooking is permitted.

Schedule for cooking items allowed to be brought in to **NRU only:**

April	Saturday only
May	Sunday only
June	Saturday only
July	Sunday only
August	Saturday only
September	Sunday only
October	Saturday only
November	Sunday only

PICNIC AREA (cont.)

The following is a list of approved items visitors will be allowed to bring for use in the picnic/visitation area. No glass containers allowed. **Items not on this list will not be allowed.**

1. Hamburger buns, hotdog buns, and sandwich bread.
2. Factory sealed individual servings of condiments; ketchup, mustard, mayonnaise, hot sauce, salt pepper. Similar to those served in fast food/carry out restaurants.
3. Cheese: 1 factory sealed pkg. of individual sealed slices. (No more than sixteen (16) slices).
4. Factory sealed "Match Light" charcoal (or other self-igniting charcoal) 1 unopened bag.
5. One factory sealed plastic bottle of BBQ sauce and steak sauce (20 ounce or smaller – unopened).
6. One bag of ice, once roll of aluminum foil 25 feet or smaller. **FACTORY SEALED.**
7. Pre-sliced burger toppings: lettuce, tomatoes, onions, pickles, pre-sliced mushrooms. **(must be in ziplock bags)**
8. Styrofoam cooler (36 quart or smaller) and one plastic bag (18 inches or smaller). **No other cooler, bags, or containers will be allowed.**
9. Plastic spatula; one plastic knife, fork and/or spoon per individual, paper or plastic plates and plastic or Styrofoam cups (one per individual). One package of napkins or one roll of paper towels (unopened).
10. **ALL MEATS HAVE TO BE PRE-PACKAGED AND COMMERCIALY FACTORY SEALED. ONLY TWO (2) OF THE FOLLOWING MEATS ALLOWED:**

Pre-patted hamburger meat, hotdogs, polish sausage, Italian sausage, steaks, chicken breasts, chops, fish (fillet only). All meats must be boneless.

PICNIC AREA (cont.)

NOTE: No potato, potato salad, beans, baked beans, or fruit allowed. Sodas, chips, and sweets must be purchased from vending machines provided in visitation area. Please limit the amount of food to what the visitors and inmates may consume during the visit, **excessive amounts of food or condiments will not be allowed.** Tablecloths are not allowed. Inmates will not be allowed to take food back to their housing units.

A debit card vending machine is located at the checkpoint – reception area. This machine accepts paper money (\$1.00 to \$20.00, no coins) and will issue a plastic debit card in the amount you choose to purchase. This card must be used to purchase snacks and sodas from the vending machines located in the visitation galleries. There is a one-time charge for the card itself and credit can be purchased up to fifty dollars (\$50.00) on the card. The purchaser must have a five-dollar bill (\$5.00) to purchase a debit card. The machine will not accept change. The debit card system is utilized in most TDOC facilities and the cards can be kept and reused each time you visit. Free-world money is not allowed in the visitation galleries or picnic areas. Inmates found in possession of a debit card will be subject to disciplinary actions and/or restriction of visitation privileges. (*NWCX is not responsible for items or money lost in the vending machines*).

No food or drink purchased from the vending machines will be carried out of the visitation gallery by visitors or allowed in the restrooms.

****VISITORS: DO NOT SHAKE OR ABUSE VENDING MACHINES UNDER ANY CIRCUMSTANCES.***

In the event of inclement weather, outside visitation may be canceled. When inclement weather occurs after outside visitation has started, inmates and visitors using the outside area will not be allowed to move to the inside visitation area. The visits will be terminated.

RESTROOMS

Separate restroom facilities are available for visitors. Visitors will not enter inmate restrooms nor will inmates be allowed to enter visitor restrooms. Inmates must use restrooms with permission of the officer.

DRESS CODE

Visitors are encouraged to dress comfortably and in casual attire; however, visitors are expected to comply with the following requirements and socially accepted standards for public dress:

1. Clothing shall fit in an appropriate manner and be worn in the position the garment is intended to be worn.
2. Clothing will not be allowed which appears to be too large or too small for the wearer, which creates obvious gaps or exposure or fits in a manner in which it clings to the wearer in a way that accentuates the contours of the individual person.
3. All visitors must wear proper undergarments, including bras and slips (females). **(No sports bras, thongs, and water brassieres).**
4. Appropriate footwear providing basic foot protection is required on institutional grounds.
5. Shorts or skirts are permitted provided the leg is covered to within three (3) inches above the knee in a standing position.

The following clothing is not acceptable and will not be permitted:

1. Clothing items that will not clear a metal detector.
2. Halter tops, tank tops, low cut tops, or clothing exposing bare chest.
3. Strapless or sleeveless blouses, dresses or shirts.
4. Midriff tops or low cut pants which may expose midriff area during movement.
5. See through, translucent revealing clothing.
6. Spandex, tight-knit or any excessively tight fitting item.
7. Camouflage clothing or attire is not acceptable under any circumstance.

DRESS CODE (cont.)

8. Split, zip-up, button-up, snap-up, wrap around, backless or low cut skirts or dresses. (Splits in dresses/skirts that extend three inches above the knee will not be permitted or splits that cause the entire dress or skirt to be above the knee three inches).
9. Clothing or jewelry items which display logos, pictures, color combination, slogans, etc., or manner in which clothing is worn is determined by processing officer to be associated with any security threat group (STG), contain vulgarity, or may be offensive to others.
10. Bandannas.
11. Worn or tattered clothing with holes.
12. Steel-toed shoes, flip-flops, shower shoes, or house shoes. (Shoes must be worn at all times).
13. Excessive clothing, such as two (2) pairs of pants or two (2) shirts, or extra clothing under the top layer of clothing.
14. HATS, CAPS, TOBOGGANS, shaws, ponchos or scarves covering head.
15. Overalls, long johns, or insulated underwear.
16. Any item not allowed cannot be altered to gain entrance into the institution.

The visitation supervisor/shift commander has the authority to deny institutional access to anyone deemed inappropriately dressed.

ACCESS TO VISITATION AREA

The visitation areas at each Site are handicapped accessible including the restroom facilities.

Every effort will be made by the institution to ensure that the disabled visitor is able to access outside visitation facilities with a minimum of difficulty. The disabled visitor should notify the visitation supervisor of any difficulties so that assistance can be offered. Unusual medical conditions will be evaluated and addressed by the visitation supervisor and/or shift commander before

ACCESS TO VISITATION AREA (cont.)

admittance. Wheel chairs or other handicap devices **shall** be provided by the visitor and may be allowed upon arrival. However, the visitor may be required to present a doctor's statement.

All visitors must pass/clear metal detection devices upon admission into the institution. If for any reason the visitor is unable to clear the metal detection device because of a medical situation, the visitor must provide a medical doctors statement explaining the reason he/she is unable to clear the detection device. A copy of this document/statement will be added to the inmates' permanent visitation file for further reference.

NCIC BACKGROUND CHECK INFORMATION

All visitor applicants are subject to a NCIC background check and an institutional check prior to an applicant being approved to visit.

VISITATION RULES

1. Visitors found with contraband that violates the law may be suspended from visitation for a period of twelve (12) months up to and including permanent restriction. **Local Law enforcement officials will also be notified.**
2. No one under the influence of drugs or alcohol will be allowed.
3. Inappropriate or socially unacceptable physical contact will not be permitted.
4. Visitors must keep children under supervision at all times. Children must maintain good behavior in a manner that does not disturb other visitors. Running, jumping, screaming, etc., will not be tolerated. Children must be escorted by their guardian to and from visitation areas and restrooms.
5. Inmates and visitors must remain visible to security personnel.

VISITATION RULES (cont.)

6. Embraces between inmates and visitors will only be permitted at the beginning and end of each visit.
7. Visitors shall not indulge in amorous embracing and caressing with inmates. Anyone who commits, attempts to commit, appears to commit or assist another in committing or attempting to commit a sexually explicit act shall have their visit terminated and may have their visitation privileges suspended.
8. Vehicles must be secured, doors locked, and windows up while on state property or the visit will be terminated.
9. Visitors or inmates shall not sit on tables, ground, concrete pads, sidewalks or any area not designated. Sleeping in visitation gallery is not allowed.
10. Adult visitors will not be permitted to sit in the lap or between the legs of inmates, or straddle benches, tables or chairs.
11. Visitors and inmates hands shall remain visible to staff at all times.
12. Inmates and visitors will be responsible for garbage in their area.
13. Inmates and visitors must maintain a distance of ten (10) feet from all perimeter fences.
14. Visitors who are denied admittance to the institution must leave state property immediately; no one is allowed to sit in automobiles on institution grounds or in reception/checkpoint areas. All visitors must leave state property promptly after visitation hours are over.
15. Visitors are not allowed to deliver correspondence, money, printed materials, packages, property items including jewelry to, or accept these items from inmates during visitation.
16. Inmates and visitors utilizing the NRU picnic areas will not be allowed to move indoors when inclement weather occurs and area is closed. They will be instructed to leave the institution.
17. Visitors who leave the visiting areas for any reason will not be allowed to return once their visit is terminated.
18. Candy or gum is not allowed through visitor checkpoint into the visitation gallery.
19. Inmates shall visit with their approved visitors only. Visitor may not visit with other inmates' visitors. Visitors should not attempt to carry on

VISITATION RULES (cont.)

conversations or visit with inmates other than the one they are approved to visit.

20. Inmates and visitors shall refrain from using profanity while in the visitation area or processing checkpoint (visitors).
21. NWCX is a tobacco free smoking facility. Any visitor found to be in possession of any tobacco products, tobacco substitutes or paraphernalia such as rolling papers, matches, etc. will not be allowed to visit on that date and will be subject to suspension or permanent restriction of visitation privileges.
22. Visitors shall not be allowed to wear sunglasses inside the visitation gallery.
23. Visitors shall be required to return any items to their vehicle that are not approved to enter the facility unless lockers are available for use.

Anyone violating any rule of conduct listed herein will have their visit terminated and may face suspension of visiting privileges. Rules are subject to change and will be posted in advance when possible.

TRANSPORTATION SERVICES

There is no taxi or bus service in Tiptonville. Commercial bus carriers have regularly scheduled runs arriving daily to Dyersburg and Union City. Taxi service and car rental agencies are available in these cities.

COMPLAINT REFERRALS

Visitation privileges continue to be one of the most enjoyable benefits for our inmates. Our staff will continue to provide this meaningful privilege and we hope that visitors and inmates alike will enjoy their time together and follow the guidelines set forth herein to make the experience more meaningful for all. If you feel the need to make any suggestions or register any complaints, you may write to this office at any time:

**Associate Warden of Operations
(Main or Annex)
Northwest Correctional Complex
960 State Route 212
Tiptonville, TN 38079**

TITLE VI: THE CIVIL RIGHTS ACT OF 1964

This institution will not discriminate on the basis of race, color, or national origin in any aspect of its provision of services. A visitor alleging discrimination based on race, color, or national origin in relation to visitation privileges may file a complaint. All such complaints must be filed within 180 days of the occurrence of the alleged discriminatory act.

The TITLE VI coordinator for Northwest Correctional Complex is the Deputy Warden. Complaints may be filed with other appropriate agencies such as the Tennessee Human Rights Commission, U.S. Department of Justice, etc.

SEARCHES AND CONTRABAND

All vehicles entering Northwest Correctional Complex grounds shall be subject to search with a canine. Visitors entering the secure perimeter of any site of the institution shall be frisk-searched. Other searches may be authorized as deemed necessary by the Warden/designee. All items in the possession of visitors (i.e., picnic containers, coats, sweaters, wheel chairs, etc.) shall also be searched before entry is allowed. All items/property of visitors and inmates are subject to search prior to, during and after visitation.

All persons and vehicles are subject to search. Drugs, alcohol, firearms, ammunition, explosives and weapons are prohibited.

NOTE: Persons with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is a violation of TCA 39-16-201, Introduction of Contraband into a Penal Facility, and if these items are found in your vehicle you will be subject to arrest. **Violators will be prosecuted.**

SPECIAL VISITS

Special visits **may be** approved under the following circumstances through the Warden or designee:

1. Visitors who, for good cause, are not on the inmate's approved visitation list and there are circumstances that warrant the visit. Special consideration shall be given to immediate family members (verified family) or emergency situations i.e.: serious family illness, death, etc. Distance of travel is also considered in the process.
2. Children, as a part of a special recognized program to promote family bonding. **(Please bring proper paperwork with each child).**
3. Attorney's physicians, parole advisors and other official visitors.
4. Inmates on visitation restriction (for drug related offenses) for twelve (12) months or more may be allowed visits with 1 or 2 immediate family members or a close friend for the purpose of helping the inmate to improve his behavior. The visitor must be on the inmate's approved visitation list. Visits will not exceed four (4) hours and must be approved by the Warden. These visits will not occur anymore frequently than every ninety (90) days.

DENIAL/SUSPENSION OF PRIVILEGES

Visitors may be denied visitation privileges for reasons to include, but not limited to, the following:

1. Refusal or inability to show proper identification.
2. Refusal to submit to a search of their person or belongings.
3. Appearance of being under the influence of drugs or alcohol.
4. Possession of items of contraband.
5. Inappropriate dress or lack of proper clothing items.
6. Inadequate space available in visitation area (overcrowding).
7. Negative behavior towards visitation staff.

DENIAL/SUSPENSION OF PRIVILEGES (cont.)

Visits may be terminated at any time by the **Warden/designee** for reasons to include, but not limited to, the following:

1. Visitors or visiting inmates who violate the rules of conduct.
2. Adult visitors failing to control children under their care.
3. Visitors or inmates are creating a disturbance.
4. Inadequate space available in visitation area (overcrowding).

When a visit is terminated due to inappropriate conduct or rule violations, visitation privileges **may be** suspended up to six (6) months.

VISITATION LIST CHANGES

Changes to an inmate's approved visitation list will be allowed no more frequently than every three (3) months. PLEASE BE ADVISED THAT INMATES HAVE TEN (10) DAYS AT THE BEGINNING OF EACH THREE (3) MONTH PERIOD IN WHICH ADDITIONS OR DELETIONS MAY BE MADE. It is the inmate's responsibility to notify applicants of this process and the ten (10) day limit when it begins and ends. When a visitor has been removed from a non-immediate family inmate's visiting list due to a request from the inmate or the visitor, there shall be a one year waiting period before that visitor may be placed on another non-immediate family inmate's visiting list.

Current or former employees of TDOC, TRICOR, or contract agencies (in TN), interns, and practicum students shall not be approved unless they are immediate family members of the inmate.

- a. If the person's separation from TDOC service was due to a violation of state law, whether or not prosecution occurred, visitation requests will not be considered even if the employee has become an immediate family member.

VISITATION LIST CHANGES (cont.)

- b. If the person's separation from TDOC service was voluntary with no policy violation, the individual may submit an application after 48 months from the date of TDOC separation.
- c. If the person's separation from TDOC service was the result of a violation of TDOC policy #305.03, Employee/Offender Relationships, visitation request will not be considered even if that individual has become an immediate family member.
- d. If a person's separation from TDOC service was completely voluntary with no policy violation and the person is currently married to the inmate, visitation requests shall also not be considered for a period of 12 months from the date of the marriage to the inmate, nor for a period of 48 months from the date of TDOC separation. If the former employee worked at the facility where visitation would occur, visitation will not be allowed.



Department of Correction; April 2008, Publication
Authorization No 329215; 3,000 copies. This public
document was promulgated at a cost of 0.427 cents per copy.